



Parent-Student Handbook

Infants–Preschool
2022–2023

Bethel Mother's Day Out (MDO) is an early childhood program at Bethel World Outreach Church. Bethel MDO provides parents a quality childcare environment where children have opportunities to learn, grow, and make new friends. This handbook is provided to help answer any questions you may have concerning our school policies and procedures, as well as to help ensure your child has a great year with us.

Bethel Mother's Day Out

A ministry of Bethel World Outreach Church

5670 Granny White Pike

Brentwood, TN 37027

Welcome Bethel MDO Families!

It's our hope that each child that is a part of our weekday Mother's Day Out Program would develop in many different areas. We're committed to sharing God's love to parents and children by offering this program to families in the communities of Brentwood, Nashville, and beyond. Our program is designed to help preschool-age children develop a love for God, themselves, their families, and others.

OUR MISSION:

The mission of Bethel Mother's Day Out is to glorify God by establishing a nurturing, Christ-centered environment that seeks to help meet and care for the spiritual and academic needs of each child.

OVERVIEW:

Mondays and Wednesdays: 9 AM–2:00 PM

Tuesdays and Thursdays: 9 AM–2:00 PM

Before Care: 8–9 AM | After Care: 2–3 PM

- First Day of School: August 15, 2022/August 16, 2022
- Bethel MDO currently accepts infants/children ages 6 weeks to 4 years old. We welcome all children regardless of race or religious beliefs.

REGISTRATION

ADMISSION: Registration online must be completed for your child to be considered for admission. An \$80 non-refundable application fee per family must accompany the registration. **Admission is not guaranteed until the application fee is received.** If there are no openings available for your child in their age group, we will contact you and you may choose to place your child on the waiting list at no cost. You will be contacted as soon as a spot becomes available. A non-refundable application fee will then be due at the time that you accept a position off of the waitlist.

The registration fee for students enrolling after January 1st of each school year will be reduced to \$40.00. If a child withdraws and re-enrolls within the same school year, no re-registration fee will be charged.

TUITION

TUITION: Bethel MDO will run from **August 2022 through May 2023**. Tuition is determined on an annual basis and may be paid annually or in ten monthly installments. **Tuition is due by the 7th of each month** for our monthly plan from August to May.

A supply fee of \$20 for the year is collected during September to keep all classroom supplies updated. **Payments are considered late by the 10th of each month and will be charged a \$15 late fee.** If you have not paid all fees due by the end of a given month, your child will not be allowed to attend until all monies are rendered. Full tuition must be paid each month regardless of the number of days in attendance due to illness, holidays, vacation, etc. **Tuition is based on holding your child's place in the program, not days attended.**

2022–2023 TUITION:

- Two Days: 9 AM–2 PM, \$250/month for all ages
- Siblings:
 - \$15/month sibling discount for full-priced months
 - \$8/month sibling discount for half-priced months (August and December)

LATE FEES: \$1.00 per minute/per child beginning at 2:21 PM. Payable upon pick up.

*Before Care and After Care is available as a monthly enrollment program. The 2022–2023 rate is \$7.00/hour. Once your child is enrolled, you may choose to use the extra care hours as needed. You will be charged for the month, whether your child attends or not.

Tuition payments not made by the 10th of each month will incur a \$15 late fee per child.

WITHDRAWAL FROM PROGRAM: Enrollment is considered on a full month-to-month basis. Should you wish to withdraw from the Bethel MDO program, **a 30-day written notice from the 1st of the month must be given to the childcare director.**

Tuition will be charged and due through the end of the 30-day notice. Your child may continue to attend during the 30-day notice. If written notice is given during the middle of the month, payment of the entire next month's full payment is still required.

For example: If you give written notice on October 15th, you will still owe for the entire month of November. Your child will be able to attend both the entire month of October and November. It's to your financial advantage to provide notice at the first of any given month.

FORMS: In order to be enrolled in Bethel Mother's Day Out, you will need to complete all necessary forms by the first day of school. These forms include:

1. Online Registration Form
2. Medical Form
3. Student Information Form
4. Social Media Consent Form

WHO WE ARE

DAILY OVERVIEW: In our program, your child will experience Bible stories, indoor/outdoor play, group time experiences, games, free play time, crafts, snacks, circle time, music, and hands-on discovery experiences.

Each class will have a schedule based on age and developmental stage. We will have different weekly/monthly learning themes with coordinating lessons and activities to support the main theme. We'll also use a classroom rotation schedule to provide consistency and security for the child.

At Bethel MDO, we strive to keep our class size small to help promote teacher goals and safety. The following max teacher to child ratios are used for each age group class:

Infants 1:4

Toddlers 1:5

2-year-olds 1:6

3-year-olds 1:7

4-year-olds 1:7

STAFF & COMMUNICATION: All of our Bethel Mother's Day Out staff have completed an application and have submitted to a background check. They have also submitted contact information for two written references and participated in a personal interview. We have ongoing training and professional development for our teachers throughout the school year and consider it an honor to partner with all of our families.

This Parent Handbook should answer many questions regarding policies and procedures. The calendar will list all dates and events. We will use email for any emergency information or special Bethel World Outreach Church events that may be of interest to your child or family. **Daily Progress Notes will be sent home every day which include information on what your child learned that day and how their school day went.** Any messages or instructions for your child's teacher need to be in writing. We ask that you not "visit" with your child's teacher at arrival or dismissal; however, if you need to talk to the teacher, a conference can be scheduled with your child's teacher through the childcare director. Please know that you can share any concerns or questions with the childcare director.

To reach our Bethel MDO director, Ginessa Pikes, directly by phone, please call 512-775-5246. Messages left on this line are checked every 30 minutes during school hours.

POLICIES

ARRIVAL: When you arrive each morning with your child, you will be greeted outside of the double glass doors under the Bethel World Outreach Center portico drive-thru ENTRANCE B (facing Old Hickory Blvd.). Please pull your car up and remain in your vehicle while we open the doors and assist in getting your infant/children out of the vehicle. Children will then be escorted into the classroom beginning at 9 AM. If you arrive after 9:30 AM, parents or designated carpool person must park in a parking space, come into the building, and sign-in on an attendance log sheet inside the classroom. All children enrolled in Bethel MDO will be marked in attendance when entering their class. In an emergency, our attendance sheet is what the teachers will use to establish a head count. Please do not park in the handicapped parking areas or the fire lane. Also, please remember to drive slowly and cautiously as small children are unpredictable.

SEPARATION: Separation can be stressful for both parents and children. We're here to help in this potentially difficult yet common process. Experience indicates that the best approach for parents to take when dropping off their child is to reassure him/her that you will be back later to pick them up. If your child consistently has trouble separating, the teachers will continue to work with you and your child to make the transition time as smooth as possible. It takes a little longer for some children to adjust, but we're confident that our drop-off procedures each day allow the children to foster independence and build their confidence as they walk in independently to start their day. We understand that this is a very sensitive process, and that every morning can present its own unique challenges, so if you would like to call and check on your child, you may do so during our Bethel MDO hours and we will be happy to give you a report on how they are doing. During our first month of school, you're welcome to walk your children inside as needed.

DEPARTURE: For pick up, the authorized person must park and come inside the building. Once inside, please sign out on the parent-log sheet with signature and time of pickup. The pick-up person must be listed on the child's transportation list on their student form, so it's especially important to list all the people that you allow to pick up your child. Let the teachers know if the drop-off person is not the same as the pick-up

person. As teachers begin to learn each child's familiar contacts, they will question anyone that they do not know. In the event that one of the parents or regular guardians are not the ones picking the child up, the alternate pick-up person signing the child out must present a photo ID. Your child will not be released until their identification is confirmed and cross-checked with the transportation form. Your child will not be released without both confirmations. Children will not be released to siblings unless they are over the age of 18 and their name is listed on the transportation form. Children will not be released to anyone whose behavior suggests that the child may be put into immediate risk.

PERSONAL ITEMS: A diaper bag or backpack for your child's belongings should be sent each day. Please make sure that your child has all the items that he/she will need for the day. Clothing should be comfortable and easy to put on and remove for toileting. Children should wear washable clothes that will enable them to have fun, play and do art without the fear of "getting dirty." Please provide an entire change of clothes—including socks—in your child's backpack in a ziplock bag. **Please remember to label all clothing with your child's name.** Please send a jacket or coat when the weather is chilly. If it's not raining and above 40 degrees, we will try our best to go outside each day even if it's only 10 minutes. Please send age-related items such as diapers, pull ups, extra change of clothes, sippy cups, bottles, formula, etc. Please do not forget to label all items including pacifiers, diapers, sippy cups, bags, backpacks, jackets, etc. Children in our toddler classes (2-year-old and 3-year-old) will need a nap mat.

DAILY ITEM CHECKLIST

Your child will require the following items each day:

A lunch (finger foods) ***No Nuts/Peanuts***

A complete change of clothes labeled (including socks)

A light blanket for nap time (labeled)

A towel, pillow case, or crib sheet for mat cover (labeled), and a nap mat or sleeping bag

Children in diapers will also require:

- Diapers (Disposable)
- Wipes
- Ointments / Powders

Optional Items:

Stuffed animal (etc.) for comfort at nap time, pacifier

Coats: Please bring a jacket or coat with your child when weather dictates

*Please do not bring any toys to school except those for naptime use only. The extra toys distract from the day and can tend to cause problems with other children. If a child comes with a toy, teachers will put the toy away until the end of the day.

WEATHER/COMMUNITY SAFETY POLICIES:

Delayed Opening: When Metro City schools are delayed one (1) hour, Bethel MDO will open one (1) hour later at 10 AM.

Closing: When Metro City schools are closed, Bethel MDO will also be closed. If Metro City schools are on a two (2) hour delay, Bethel MDO will follow the delay schedule. If Metro City schools are closed for more than 2 days, our MDO director will evaluate road conditions on a day-to-day basis and decide if we will be in operation.

Early Dismissal: If Metro City schools close early, please come to Bethel World Outreach Church to pick up your child at the time communicated by staff.

Inclement Weather Make-up Policy: There will be no make-up days for school days missed due to school closure. After we have missed two school days, we will adjust the last month's tuition accordingly for any days missed beyond the first two.

ILLNESS: Our staff strives to maintain the highest standards of cleanliness. Our classrooms are sanitized before and after each use. All classroom toys and surfaces are sanitized between children's use. Illness results in a greater need for care than the staff can provide without compromising the supervision of the other children in the classroom. One of the best ways to prevent the spread of disease is to exclude ill children until they are well. We need your help with this. Please do not bring your child

to Bethel Mother's Day Out if they are ill. If a child becomes sick at Bethel MDO, the parent will be called to come for their child. A wellness policy helps us to maintain a healthy environment for all our children. The following are guidelines to illness and symptoms:

- Fever in the last 24 hours (Please do not use fever-reducing medication in order to bring down your child's fever in order to make them "well" to bring to Bethel MDO.)
- Heavy nasal discharge other than clear
- Extreme "Wet" cough or Croup cough
- Chronic, consistent cough (wet or dry)
- Shortness of breath
- Rash of any kind
- Open wounds of any kind; they must be treated with bandages
- Red, runny, or oozing eyes
- Diarrhea or upset stomach within the last 24 hours

Occasionally, we are made aware that a child will have contracted a communicable disease. We will notify parents by email as soon as the program is aware of exposure. **The ill child will not be allowed to return to Bethel MDO until the period of contagion has passed.** Please notify the childcare director if your child has been in Bethel MDO and comes down with a contagious disease such as pink eye, lice, ringworm, scabies, chicken pox, Covid-19, etc. **We will NOT administer any medication to children while they are in school. If your child has an epi-pen, please make arrangements to show both classroom teachers the proper procedure for administering it should it be needed for an allergic reaction.**

EMERGENCY PROCEDURES: There will always be staff onsite at Bethel Mother's Day Out that are First Aid and CPR certified and will take the appropriate measure to handle any emergency situation. In case of serious injury, we will make every attempt to contact a parent. If a parent cannot be reached, we will contact persons listed on your Emergency Contact Form. If necessary, we will call 911 and an ambulance will take your child to your preferred hospital or Vanderbilt Children's Hospital. We have a fire plan and a tornado plan in place. Evacuation routes are listed in each classroom and teachers have practiced a mock evacuation during training. A fire drill or tornado drill may be conducted during the year while your child is at Bethel MDO.

DISCIPLINE POLICY

We believe that children of all ages feel more comfortable with their surroundings when they know what is expected of them. Therefore, we ask that all of our parents would help us encourage the children in developing positive attitudes and a general respect for teachers, aides, fellow students, and the building in which we fellowship, worship, learn, and play together. Our rules and boundaries will be in place to establish and ensure the safety and well-being of all children enrolled in our program.

Children are not allowed to:

1. hurt themselves
2. hurt others
3. destroy property

Our suggested course of discipline is:

1. warning
2. time out (away from others)
3. loss of privileges
4. parent conferences
5. removal from program if no significant improvement

At no time shall any of our staff at Bethel Mother's Day Out staff use corporal punishment.

To instill Christian values and share our faith with our students enrolled in Bethel MDO is a most important ministry. All of our Bethel MDO program activities are planned to be loving, positive experiences for all children as they grow in faith and an understanding of God's love.

OTHER GENERAL PROCEDURES

POTTY TRAINING: Our teachers are willing to work with your child in the potty training process. Please dress your child in clothing that will allow for as much independence as possible. Please bring a complete change of clothes including socks and shoes every day. Please send them in his/her backpack. Please send additional underwear or pull ups as well. We will deal with accidents in a calm manner. In the case of multiple accidents in regular underwear that begin to interrupt the schedule of the entire class, we will put your child in a pull up for the rest of the morning. We will continue to take your child to the potty, but he/she will be changed into a pull up for continuing accidents. Children will not be forced to use the potty at any time.

LUNCHES: Children in our toddler classes and up will need to pack a healthy lunch each day. Please provide a lunch box that will keep items cool as we do not have enough refrigeration space for all lunches.

We also ask that you provide foods that your child enjoys eating and that are easy for your child to eat on their own. Please do not bring food that needs to be heated as well. Bethel Mother's Day Out is a nut-free program! **Nuts or nut products of any kind are not allowed in the classrooms (to include peanuts, tree nuts, almond, cashew butter etc.)**

When packing your child's lunch, try to include foods that your young child can handle—finger foods such as small sandwiches, sectioned fruit, etc. For the child who will not eat sandwiches, try including cubed meats, vegetables, cheese, etc. **Please do not send food items that need to be heated.**

The following are foods that most children seem to like:

Cheese (sliced or cubed), luncheon meats, tuna, crackers, veggie straws.

Fruits such as apple, banana, peach, apricot, pear, grapes (cut in half), raisins, or other dried fruit.

No chocolate candy or peanut butter of any kind please.

It's our policy to send home any portion of the packed lunch that is not eaten. This gives you constant feedback on your child's appetite level and food preferences.

SNACKS: We will provide a safe snack such as the following:

Saltine Crackers, Animal Crackers, Graham Crackers, Pretzels, Cheese Crackers, Dry Cereal Mix, Gold Fish, Fruit Snacks

We will avoid the following food items: Nuts, Raw Carrots or Celery, Citrus Fruits (with pulp and seeds)

For our younger children, an age-appropriate snack will be provided.

Please be sure you have made us aware of any food allergies on your child's online application and we will accommodate their individual needs.

BIRTHDAYS: Birthdays are a special day for a child. Parents may provide a treat such as cookies for each child in the classroom. Please make sure to notify teachers if you are bringing in a special treat. Please no nuts or nut products! If in doubt, please do not bring the treats. Please do not send special paper goods or party favors. If you wish to have a birthday party at another location, you may send in invitations provided that all children in the classroom are invited to attend and we will help pass them out for you.

Please feel free to contact our Bethel Mother's Day Out staff with any questions or concerns you may have. We are here to make your child's experience with us a great one.

Bethel Mother's Day Out Director

Ginessa Pikes

(512)775-5246

(gpikes@gmail.com)

5670 Granny White Pike
Brentwood, TN 37027

BETHEL MDO 2022–2023 CALENDAR

August 9	Parent Orientation/Teacher Meet & Greet
August 10/11	Student Half Days (pickup 11:30 AM)
August 15/16	First Full Day of School
September 5	Labor Day
October 10–13	Fall Break: NO SCHOOL
November 21–24	Thanksgiving Break: NO SCHOOL
December 13/14	Last Day of School before Christmas Break
Dec 15–Jan 5	Christmas Break: NO SCHOOL
January 9/10	First Day in 2023
January 16	Martin Luther King Day: NO SCHOOL
March 13–16	Spring Break
April 6	Easter observance (teacher work day): NO SCHOOL
May 17/18	Last Day of School